

ORDINANCE NO. _____

1 AN ORDINANCE amending Chapter 2.76 of the Lincoln Municipal Code relating
2 to the City's personnel system by amending Section 2.76.395 to allow employees with a pay range
3 prefixed by "M" to use vacation during the first six months of employment; and repealing Section
4 2.76.395 of the Lincoln Municipal Code as hitherto existing.

5 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

6 Section 1. That Section 2.76.395 of the Lincoln Municipal Code be amended to read
7 as follows:

8 **2.76.395 Vacation Leave with Pay.**

9 (a) Amount. Each employee with a pay range prefixed by "E" shall earn vacation leave
10 credit annually as follows:

11 After original appointment -- at the factored hourly equivalent of 88 hours per year.

12 After five years of service -- at the factored hourly equivalent of 112 hours per year.

13 After seven years and six months of service -- at the factored hourly equivalent of
14 120 hours per year.

15 After ten years of service -- at the factored hourly equivalent of 128 hours per year.

16 After twelve years and six months of service -- at the factored hourly equivalent of
17 136 hours per year.

18 After fifteen years of service -- at the factored hourly equivalent of 160 hours per
19 year.

20 After twenty years of service -- at the factored hourly equivalent of 184 hours per
21 year.

22 After twenty-five years of service -- at the factored hourly equivalent of 192 hours

1 per year.

2 Each employee with a pay range prefixed by "M" shall earn vacation leave credit annually
3 as follows:

4 After original appointment -- at the factored hourly equivalent of 120 hours per year,
5 or 180 hours per year for those employees who work a fifty-six hour work
6 week.

7 After five years of service -- at the factored hourly equivalent of 160 hours per year,
8 or 240 hours per year for those employees who work a fifty-six hour work
9 week.

10 After twenty years of service -- at the factored hourly equivalent of 200 hours per
11 year, or 300 hours per year for those employees who work a fifty-six hour
12 work week.

13 Each employee with a pay range prefixed by "N" or "X" shall earn vacation leave credit
14 annually as follows:

15 After original appointment -- at the factored hourly equivalent of 80 hours per year.

16 After five years of service -- at the factored hourly equivalent of 112 hours per year.

17 After ten years of service -- at the factored hourly equivalent of 128 hours per year.

18 After fifteen years of service -- at the factored hourly equivalent of 160 hours per
19 year.

20 After twenty years of service -- at the factored hourly equivalent of 176 hours per
21 year.

22 After twenty-five years of service -- at the factored hourly equivalent of 184 hours
23 per year.

24 The department head may require that vacation leave be taken not less than one day at a time.

25 Vacation leave credit shall not accrue during a leave of absence without pay.

26 (b) Vacation leave shall not be granted during the first six months of employment, with

1 the exception of employees with a pay range prefixed by "M". Each department head shall keep
2 records on vacation leave credit and use and shall schedule vacation leave with particular regard to
3 the seniority of employees, to accord with operating requirements, and insofar as possible, with
4 requests of employees.

5 (c) Accumulated leave. An employee may accumulate vacation leave to a maximum of
6 forty hours over and above the employee's maximum annual earning rate or sixty hours over and
7 above the employee's maximum annual earning rate for an employee with a pay range prefixed by
8 "M" who works a fifty-six hour work week.

9 (d) Vacation payout. Any employee who separates from the city service shall be
10 compensated for vacation leave accrued and accumulated to the date of separation. The vacation
11 payout shall occur with the paycheck immediately following separation. In the event the separation
12 is the result of retirement, as defined by the applicable retirement plan, an employee may elect to
13 utilize vacation until all accrued vacation has been exhausted.

14 (e) Waiving vacation. For the purpose of maintaining necessary personnel on duty to
15 accomplish city work, a department head, with approval of the Mayor, may waive accumulated
16 vacation leave in excess of eighty hours (120 hours for an employee with a pay range prefixed by
17 "M" who works a fifty-six hour work week). Waived vacation will be paid to the employee at the
18 employee's usual rate of pay as of the last January 1, provided there are sufficient funds in the
19 department's budget for salaries.

20 (f) Vacation bank payout. For employees maintaining a vacation bank, excluding ranges
21 prefixed by "B" or "F", the employee may request to sell all or part of their bank at the first full pay
22 period in July each year. Such request for payment shall be made in writing and approved by the

1 employee's department head and the Mayor, provided there are sufficient funds in the department's
2 budget for salaries. Payment for requested hours will be paid at the employee's usual rate of pay
3 as of the last January 1.

4 Section 2. That Section 2.76.395 of the Lincoln Municipal Code as hitherto existing
5 be and the same is hereby repealed.

6 Section 3. That this ordinance shall take effect and be in force from and after its
7 passage and publication according to law.

Introduced by:

Approved as to Form & Legality:

City Attorney

Staff Review Completed:

Administrative Assistant

Approved this ____ day of _____, 2001:

Mayor